



## APHIS EEO Counseling Services

Treating Employees with respect, fairness, and dignity

***If you feel you've been  
discriminated against, contact  
(202) 720-6317 or (800)  
342-7231 for assistance***

### How to Present a Discrimination Concern

**Who?** Any present or former APHIS employee or applicant for employment who feels that he or she has been discriminated against because of race, color, religion, national origin, sex, sexual orientation, age (40+), marital status, physical or mental disability, or in retaliation for past EEO activity, or involvement in protected EEO complaint activity, may request EEO counseling.

**WHEN?** Within 45 calendar days of the date of the alleged discriminatory act or, if a personnel action is involved, within 45 calendar days of its effective date. Class action problems must be presented by an agent of the class within 45 calendar days of the alleged discriminatory act or, if a personnel action is involved, within 45 calendar days of its effective date.

**HOW?** A request for counseling may be oral or in writing and should include all of the following information:

• Your name, address, and telephone number.

• A brief description of the problem and the date on which it arose.

• Your request for anonymity during the EEO counseling process if you so desire.

**WHERE?** Contact the EEO Counseling Services Staff on (202) 720-6317 or (800) 342-7231, for information. Our address is APHIS, EEO Counseling Services, 501 School Street, Suite 300, Washington, DC 20024.

An EEO counselor/mediator will look into your concern and try to bring about a resolution within 30 days. If the counselor is unable to accomplish this, and you agree, the time may be extended up to an additional 60 calendar days. If the matter is not resolved by the conclusion of the counseling process, the EEO counselor will advise you of the procedures for filing a formal complaint. If you have any general questions concerning EEO complaint procedures, contact the EEO Counseling Services Staff at the number shown above.